

**COMPENSATORY TIME RECORD
FOR ARKANSAS OFFICIAL COURT REPORTERS**

Name of Reporter		Judicial District	
Appointing Judge		Pay Period/Month	
COMPENSATORY TIME			
Prior Month Balance	Earned	Used	Current Month Balance

FAIR LABOR STANDARDS ACT (FLSA)

Court reporters earn compensatory time at the rate of one and one-half the number of FLSA hours worked in excess of 40 hours per work week. Holidays and other time off are not counted in the 40 hour FLSA work week.

Hours worked for FLSA purposes are those in which the court reporter performs official work for the court or hours in which the judge requires the court reporter's attendance. Any hours worked in transcript preparation not required by the judge or not performed during hours the court reporter's attendance is required are not considered FLSA hours and should not be counted as hours worked for FLSA purposes.

To ensure compliance with the FLSA, complete this record. The record must be signed by the court reporter and the appointing judge. It is required that these records be maintained by the appointing judge and forwarded quarterly to the Administrative Office of the Courts.

Certification

I certify that the reported information is correct:

Employee Signature

Date

Approved:

Appointing Judge Signature

Date